



The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

REGISTRATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) JANUARY 2024 EXAMINATIONS

28th August – 12th September 2023

INSTRUCTIONS FOR PRIVATE CANDIDATES (*NATIONALS AND NON-NATIONALS*)

Please read these instructions carefully. Entry forms which are not completed in accordance with these instructions will **NOT** be processed.

ENTRY FORMS

Applications must be completed **ONLINE** on the prescribed form which will be available on the Ministry of Education's website <https://exams.moe.gov.tt>. Hard copy forms will **NOT** be available at any of our offices.

❖ **Candidates must submit ONE application.**

Should more than one application be submitted, ONLY the first one received will be processed.

TO COMPLETE YOUR REGISTRATION, YOU MUST:

- Complete the REGISTRATION FORM online.
- If payment is required, Deposit Vouchers will be available at any of the Payment Offices (District Revenue Offices).
- The following documents must be uploaded:
 - Electronic Birth Certificate (with affidavit, where applicable).
 - Valid Picture Identification (Identification Card, Driver's Permit or Passport).
 - The official receipt for the fees paid (where applicable).

SECTION A: GENERAL INFORMATION

When making an application, the following instructions must be noted:

A. For **NEW** candidates, the name entered on the Registration Form must be the same indicated on the birth certificate.

For other (Former) candidates, the name entered on the Registration Form must be the same as that on previous CSEC or CAPE certificate or preliminary results slip.

B. Your **Birth Certificate Pin number** is required. In addition to this, either your **Identification Card number, Driver's Permit number or Passport number must be entered.**

C. Upon completion, candidates will receive an automatically generated acknowledgement via email as proof that the Ministry received your application.

SECTION B: e-TESTING FOR PAPER 1 (Multiple Choice Questions)

For the January 2024 CSEC examinations, candidates are offered the opportunity of sitting the Paper 1 (multiple choice paper) electronically by e-testing. (Note that Paper 2 and Paper 3 will be done by traditional pen and paper). Candidates wishing to do their Paper 1 examination by e-testing must select the e-testing option on the online registration form.

Candidates who choose the e-testing option for Paper 1 will be provided with access to CXC’s website to view various e-tests and attempt e-testing practice tests in their subject area.

The Ministry will provide a laptop computer for candidates’ use.

SECTION C: JANUARY 2024 SUBJECT LISTING

The CSEC subjects for which applicants may apply at the January 2024 examinations are listed in the following table:

SUBJECT	RESIT	ALTERNATIVE PAPER TO SBA (Paper 3)	NON-SBA	TRANSFER SBA ACROSS SUBJECTS
Biology (For RESIT candidates ONLY)	Yes	No		
Chemistry (For RESIT candidates ONLY)	Yes	No		
English A	Yes	Yes		English B
English B	Yes	Yes		English A
Human and Social Biology	Yes	Yes		
Information Technology	Yes	Yes		
Mathematics	Yes	Yes		
Office Administration	Yes	Yes		
Physics (For RESIT candidates ONLY)	Yes	No		
Principles of Accounts	Yes	Yes		Economics, POB
Principles of Business	Yes	Yes		Economics, POA
Social Studies	Yes	Yes		
Spanish			Yes	

Candidates may submit applications for up to **six (6)** subjects.

Candidates must select one of the following options associated with each subject:

RESIT: Resit means that the candidate wants to reuse an SBA from a former sitting. An SBA is valid for 2 years. Resit candidates attempt P1 and P2 only.

- I. Candidates who wish to reuse the SBA marks obtained in the May/June 2022 or May-June 2023 examinations must select 'Resit'.
- II. The candidate's name on the entry form must be the same as the name on the past CSEC or CAPE certificate or preliminary results slip.
- III. **Candidate must enter their previous candidate number when applying for Resit.**

ALTERNATE: Alternate means that the candidate has no SBA. Only school candidates can submit SBAs. Alternate implies that the candidate must attempt all Papers (P1, P2 and P3/2)

- iv. Private candidates writing a subject for the first time must select 'Alternate'
- v. **All private candidates must select 'Alternate' unless they have an SBA as outlined in (i) above.** Former candidates who do not wish to re-use their SBA, must select 'Alternate'.

SPANISH

Candidates applying for Spanish must note that Oral examinations will be held during the period **29th to 30th December 2023**. Candidates will be informed of their exam date by e-mail. If no notification is received by **15th December 2023**, please contact the Examinations Unit.

SCIENCE SUBJECTS

ONLY Resit candidates may apply for Biology, Chemistry and Physics examinations at the January 2024 sitting. The Alternative Paper 3/2 (science practical) will **NOT** be offered.

SECTION D: EXAMINATION CENTRE LOCATIONS

You must enter a Preferred Centre Location. The Preferred Centre Location is your area of choice for writing the January 2024 CSEC examinations. The locations are identified below:

Arima	Chaguanas/ Couva	Diego Martin	El Dorado/ St. Augustine
Point Fortin	Port of Spain	Princes Town	Rio Claro
San Fernando	San Juan/ Barataria	Sangre Grande	Siparia Tobago

SECTION E: CANDIDATE IDENTIFICATION

- Candidates MUST present a form of valid picture ID on the day(s) of their examination.
- Persons under the age of 18 who do not have a valid picture ID must present a passport-sized picture with the following inscribed on the back “**I certify that this is a true likeness of the applicant, ‘name of candidate’;**
- Any one of the following persons must sign and place their national ID card number, Driver’s License or Passport number: a teacher, principal, minister of religion, police officer.

CANDIDATES WILL NOT BE ALLOWED TO ENTER THE EXAMINATION ROOM WITHOUT A VALID PICTURE ID

SECTION F: FEES PAYABLE

NON-NATIONALS: **Non-nationals** are required to pay all stipulated fees.

NATIONALS

1. **One** ‘free chance’ is offered to candidates*. The one free chance is offered at either CAPE or CSEC level, **not one at each level;**
2. Candidates who have already used their one free chance must pay all requisite fees. (Please note that CXC’s database reveals the examinations history of all applicants);
3. Candidates who attend private schools/institutions are required to pay all requisite fees if they have used their one free chance;
4. Candidates who attend public schools at present and are registering for a subject(s) that they are registered to sit through the school in May-June 2024 are required to pay **ALL applicable fees.** (E.g. candidates who apply to sit Mathematics in January 2024 while being registered to sit Mathematics through their school in May-June 2024).
5. Should candidates fail to make requisite payment as required in (4) above, they will be required to pay the fees when the May-June 2024 registration is entered at the school. The candidate will NOT be registered for the May-June CSEC exams in the school for the specified subject(s) if the fees are not paid.
6. Candidates who attend public schools at present and are registering for a subject(s), which they are not registered to sit through the school in May-June 2024, are not required to pay any fees. This however, will be considered as their **one free chance utilised.**
7. Candidates who claim to have paid ‘when they should not have paid’ and are now claiming a free chance **MUST** provide evidence of previous payment in order to be considered.
8. Candidates eligible to pay fees **MUST** upload proof of payment. **If receipts are not uploaded the application will NOT be processed and the candidate will NOT be registered.**

FEE STRUCTURE

CSEC	Form CA	Candidate Fee	\$140.00	← Paid Once
		Subject Fee	\$142.00	← Per Subject
	Form CB	Administrative Fee	\$8.00	← Paid Once
		Orals fee	\$3.00	← Spanish

Total Payment by Subject:

One Subject = **\$290.00** Two Subjects = **\$432.00** Three Subjects = **\$574.00**

Four Subjects = **\$716.00** Five Subjects = **\$858.00** Six Subjects = **\$1,000.00**

(Add \$3.00 if Spanish)

Cash payment can be made at any one of the following Payment Offices:

- I. ***Any District Revenue Office in Trinidad;***
- II. ***Victor E Bruce Building, Market Square, Scarborough, Tobago.***

Deposit Vouchers (**available at Payment Offices**) must be used when fees are being paid:

NB! THE EXACT AMOUNT TO BE PAID MUST BE WRITTEN ON FORM CA AND FORM CB BEFORE APPROACHING THE CASHIERS AT DISTRICT REVENUE OFFICES

- **For the January 2024 CSEC examinations, payments will be accepted at District Revenue Offices from 21st August – 12th September 2023.**

PREVIOUS PAYMENTS:

Candidates who believe they were entitled to a free chance at a previous sitting but paid the fees and are now seeking to claim that free **chance must upload/ show proof of the previous payment (receipt).** Please note that the Ministry will determine **whether the claim is valid.**

WITHDRAWALS:

Applications for complete withdrawals or subject withdrawals should be submitted in writing or via e-mail to the Local Registrar - localregistrar@moe.gov.tt - and will be considered up to **Friday 20TH October, 2023.**

REFUNDS:

Request for refunds **WILL NOT** be entertained after **25th October 2023.** Please note that **ONLY SUBJECT FEES ARE REFUNDABLE.**

SECTION G: TIMETABLES

The official timetable giving the Centre Number and Candidate Number will be available to candidates *during the first week in December 2023*. Candidates should check CXC's student portal at "ors.cxc.org/studentportal" where a copy of their personal timetable can be obtained. Candidates are required to select 2024 JANUARY CSEC and enter their Birth Certificate PIN Number, Surname and Date of Birth.

Candidates are advised that the January 2024 CSEC Timetable will also be available on CXC's website: <https://www.cxc.org/examinations/csec/timetables/>

Notification of Registration

Candidates are required to visit the Ministry's Examinations page (exams.moe.gov.tt) from **Friday 6th October 2023** to see whether they are registered for the January 2024 CSEC examinations. The Candidate Listing will show each registered candidate's name, date of birth, examination centre, candidate number and subjects.

SECTION H: SPECIAL ASSESSMENT ARRANGEMENTS (Concessions)

Requests for Special Assessment Arrangements (concessions) for candidates with known disabilities may be submitted by hand to the Ministry of Education. An **EXA51** form must be completed. This form can be obtained from the Examinations Unit of the Ministry of Education.

Candidates must also submit a report from a medical doctor/consultant. This report must not be more than two years old. The report must give details of the condition experienced by the candidate.

Special Assessment Arrangements requests, as well as requests for **Braille and enlarged print** question papers must be submitted to the Ministry **no later than 22nd September 2023**.

SECTION I: ENVELOPES FOR POSTAGE

Candidates are required to bring two 12" X 10" envelopes on the day of their first examination. The envelopes must have the name and address of the candidate written at the front. A \$2.00 postage stamp must be placed at the upper right corner of each envelope. These envelopes must be given to the Exam Supervisor at the Examination Centre.

The envelopes will be used to post preliminary results slips and CSEC Certificates to candidates when issued by CXC.

SECTION J: APPLICATION PROCESS

- 1) Read ALL instructions carefully;
- 2) Determine the subject(s) to be attempted;
- 3) Determine/select the amount payable based on the number of subjects;
- 4) Visit any District Revenue Office;
- 5) Collect Deposit Vouchers CA and CB;
- 6) Complete each deposit voucher, entering the exact amount payable;
- 7) Approach the cashier to make payment;
- 8) Visit the Online Application site – <https://exams.moe.gov.tt>
- 9) Complete the Online Application Form and attach requested documents, including copy of payment receipts;
- 10) Upon receipt of the online application, an automatically generated message will be sent to the applicant indicating that the application was received at the Ministry of Education.
Please note this does not mean that the candidate was registered for the examination.

SECTION K: REGISTRATION PROCESS

- 1) Data entry clerks process each application for completeness and compliance with the requirements stated in these instructions;
- 2) Candidates whose application data meet with the requirements and criteria will be duly registered for the January 2024 examinations;
- 3) Candidates whose applications do not meet with the requirements and criteria stated in these instructions will not be registered and will not be acknowledged;
- 4) **Candidates are required to visit the Ministry's examinations page (exams.moe.gov.tt) from Friday 6th October 2023 to verify their registration status.**

SECTION L: DISHONESTY

The CXC database reveals each candidate's history of attempts/ sittings at previous January and May/June CSEC and CAPE examinations. **Any attempt at dishonesty will render the application void and such applications will not be processed.** It should be noted that there are penalties for impersonation. A candidate who allows himself/herself to be impersonated is disqualified completely from all examinations for which he/she is entered and debarred from the Council's examinations for two (2) years.